



**American Embassy, New Delhi, India**

**FAX NO.: [91] (011) 2419-8223**

Date: March 19, 2013

To: Prospective Quoters

Subject: Request for Quotations number S-IN650-13-Q-0017 for Supply of Chemicals & Providing Professional Services for HVAC water treatment.

Enclosed is a Request for Quotations (RFQ) for supply of chemicals & providing professional services for HVAC water treatment to Chancery, Annex, American center Enclave plant buildings located at the U.S. Embassy, New Delhi, India in accordance with the scope of work set forth herein.

If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The Embassy intends to conduct a site visit on March 25, 2013 in following order:

- 11:00 hours - Gate-C, American Embassy, Chandragupta Marg, New Delhi, India
- 12:00 hours – Gate-7, American Embassy, Nyaya Marg, New Delhi, India.
- 14:45 hours - American Center, 24KG Marg, New Delhi, India.

Prospective offerors who desire to participate in the site visit should send their interest at [duttm@state.gov](mailto:duttm@state.gov) no later than 1700 hrs on or before March 21, 2013 for arranging entry of their participants into the building. No substitutions will be permitted later. Complete names and contact numbers of the individuals participating in the site visit should be provided, and the participants must carry a valid ID proof like driving license or passport or voter ID card during the site visit.

Questions after the site visit may be sent at [duttm@state.gov](mailto:duttm@state.gov) on or before March 29, 2013 by 1200 hours. Responses will be sent in writing to all prospective bidders.

**Your quotation must be submitted electronically by email with the subject line “Solicitation for supply of chemicals & providing professional services for HVAC water treatment”**

to [newdelhibids@state.gov](mailto:newdelhibids@state.gov) on or before 1500 hours (New Delhi time) on April 19, 2013. Please do not forward your quotations via courier. Quotations received after the due date and time shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

In order for a quotation to be considered, you must also complete and submit the following:

1. The covering SF-1449 form (Blocks 12, 17, 24 and 30). Blocks 23 and 24 should list the total value of the quote.
2. Section 1, Block 23
3. All additional information as required in Section 3 – Solicitation Provisions. Instructions to Offerors.
4. Section 5, Representations and Certifications; complete the appropriate certifications and representations.

Please note that the Government shall reject proposals that do not contain the above information, or are otherwise incomplete.

Except for the concerned Sections of the solicitation, please do not send the entire copy of this solicitation along with your quotation.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

**Question concerning this solicitation should be sent at [duttm@state.gov](mailto:duttm@state.gov) during regular business hours.**

Sincerely,



Steven M. Kenoyer  
Contracting Office